

💡 skills workflow

# Asset Inventory Process

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Bruno Moscão CTO  
bruno@skillsworkflow.com

## Hello,

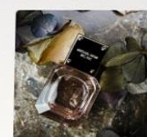
There are 5 project updates and 12 tasks planned for today.  
Also 4 days until your holidays!

### PROJECTS SPOTLIGHT

Most recent and delayed. Want to view all?



HP Elite New Year  
Today



California Dreams  
13 Jan 2019



Supreme Eyewear  
05 Aug 2019



Paint & Ink  
06 Jul 2019



Monika Derfflinger  
11 Dec 2019



Starbucks Spring  
27 Jul 2019



Sukhbirpal Dhalan  
24 Jan 2019

# Agenda

Enhancing our brand digital presence and relationship

- 1 Why an Asset Inventory?
- 2 How to enroll devices
- 3 What to do in case of lost





# 1. Why an Asset Inventory?

# Why do we need Asset Inventory

Our own Assets identified

Allows to keep track of all Assets

Accuracy and efficiency on manage

Easy Asset recovery

Money saving on maintenance

Easy implementation of risk management

Removes ghost assets in our inventory

Incidents and thefts are lowered





## 2. How to enrol Devices

# Device Enrolment

Add devices to the Asset management Program

Done via Intune

Automatically configured on Company Portal

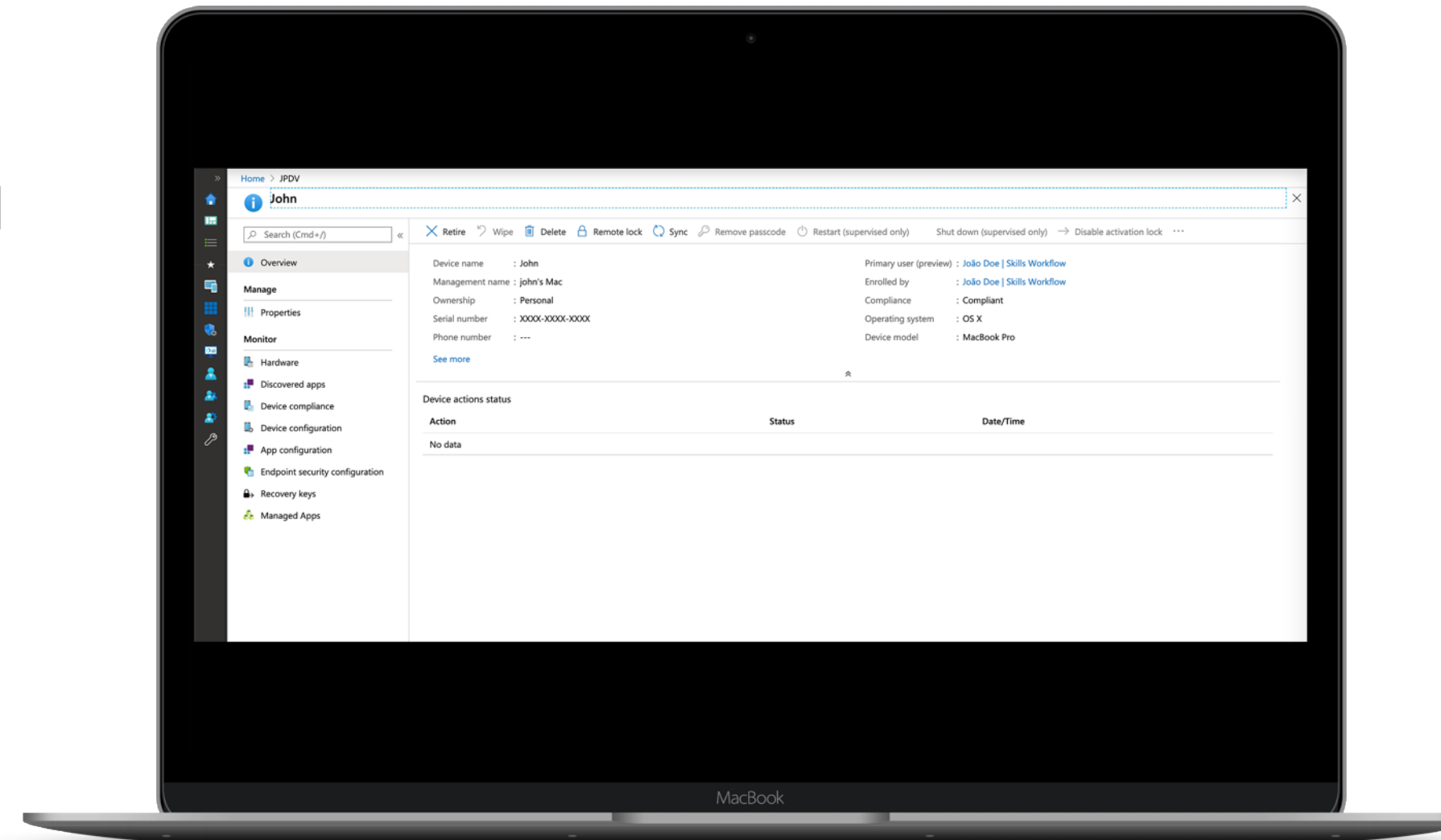
New users enter in the Company Portal

Devices will appear on the Devices tab

Captures Device Serial Number

Add to Equipment & Licenses

Include Evidence in purchase approval Ticket



# 3. Lost/Stolen Devices



# Lost/Stolen Devices procedure

What to do in case of any accident

**Inform Security Department**

**Department blocks access remotely**

**Enter in the device page**

**Click on Remote lock button**

**Device locks as soon as it gets wi-fi**

**Add notes to Equipment & Licenses**



# Thank You!

Bruno Moscão CTO  
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